

MEMORANDUM FOR: Executive Officer to the DDA
ATTENTION: Chief, Regulations Control Division, DDA
FROM: James H. McDonald
Director of Logistics
SUBJECT: Proposed Headquarters Notice - Unauthorized
Use of Portable Fans and Heaters

1. Attached herewith is a proposed Headquarters Notice on the unauthorized use of portable fans and heaters in Agency-occupied buildings.

2. The notice is required in order to inform our employees of the restrictions imposed on the use of fans and heaters, and the Agency's responsibilities to ensure compliance with Federal energy conservation guidelines.

James H. McDonald

Att.

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